



Loudoun County, Virginia

Department of Management and Financial Services  
Division of Procurement, MSC #41C  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

January 28, 2008

NOTICE TO OFFERORS

ADDENDUM NO. 1

QQ-01383

The following changes and/or additions shall be made to the original Request for Proposal No. QQ-01383, Indirect Cost Allocation Services

The following questions have been asked regarding this RFP:

Q1.) Was the scope of services for the recently complete contract to provide cost allocation services similar to this RFP?

A1.) Yes

Q2.) Under Section 7.0 A, please briefly describe the negotiation process with the applicable Federal or State agency. Specifically, what is the typical time frame from the submittal of the cost allocation plan to the negotiation of the cost allocation plan?

A2.) Negotiation takes place six (6) to eight (8) months after the plan is submitted. It involves answering questions the reviewer has about the cost allocation plan.

Q3.) Is the County in any way dissatisfied with the most recent cost allocation firm?

A3.) There is no record in the contract of any performance issues or dissatisfaction with the current Contractor.

Q4.) On page 187 of the 2006 cost allocation plan the profit and loss is being allocated by the various internal service funds. Listed under the Telephone function there is a credit (profit) of \$476,019 to be allocated plus incoming overhead costs. My question is this - under the "Reallocate Admin Costs" lines there are additional charges of \$3,594,738 and \$1,134,300. Where does this additional \$4,729,038 cost derive from? Under the Telephone function (Page 189) and based on the profit of \$476,019 shouldn't Social Services have received a credit of (\$34,273) versus a charge of \$324,531?

A4.) This error is due to a problem with the software application and will be corrected by the current Contractor.

Q5.) What did the County pay the Contractor to prepare the cost plan last year?

A5.) For the FY07-08 plan, the Contractor was compensated at \$16,561.

Please acknowledge receipt of this addendum by signing and returning with your proposal.

Prepared By: Courtney L. Raye, CPPB /s/ Date: 1/28/08  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_